Enter program-specific information in the green and yellow fields to clarify the application process. Green fields are mandatory, yellow fields are optional.	**New Jersey Department of Community Affairs**
	Division of Housing and Community Resources
	Homelessness Prevention and Rapid Re-Housing Program 2
	Application Instructions
General Instructions	Complete all items in the electronic application, starting with the left side of the **Application Menu**. If an item is not applicable to your program, enter **NA** or **0** (zero), as appropriate. For detailed instructions and definitions, download the **DCA SAGE User Manual**. A link is available on the SAGE log in screen and in **Quick Links** on your **Start Page**. Follow the directions below. If you have questions about the Grant Program or how to fill in a form, click the Application Manager hyperlink in the green box in the upper left corner of the Application Menu to email or call your DCA Application Manager. Before getting started, check your **Start Menu**. If you have an item on your **Task List** stating that your **Agency Information Update** is due (Submission Required), click the hyperlink and submit the Update BEFORE beginning your application. You will not be able to **Submit** your completed application until your Agency Information Update is submitted and approved. If you want to add more staff members to start working on this application, go to **Contacts**, below.

Applicant Information You can skip this step if you have recently submitted your **Agency Information Update**.	Click **View Applicant Information** and review your agency's information. If it has changed (phone numbers, address, etc.), submit a revised Agency Information Update. To modify your agency's information* and submit a revised Agency Information Update, at your Agency Authorized Official or Agency Administrator's **Start Menu**, in **Quick Links**— Click **View All Agency Information Updates** At the **Search Agency Information Updates** screen, *do not Search*—Click the **Create Update** button At the **Agency Information Update** page, click **Edit** Revise the information that has changed since your previous Update **Save**
Contacts	
Assigning people to work on the Application **IMPORTANT!** Before you can give staff members access to this *application*, they must have been given authorization to use SAGE (as Agency Contacts) by your Agency Authorized Official or Agency Administrator. See **Agency Contacts** in the **SAGE User Manual**.	To work on – or even see – applications, Agency Contacts need to be added to the specific application as **Application Contacts**. Click **Control Access to Application** Initially, the person who initiated the application will be the only name listed under "Application Main Contact" as the Application Administrator. The Application Administrator may **Add** more staff members and/or a consultant to access the application, as needed.

Adding Agency Contacts	To give your SAGE Agency Contacts access to the application, in the **Agency Contacts** section— Select the desired Agency Contact from the pull down list in the **Name** field In the **Contact Type** field, select whether this person will be a Main Contact or a Staff Member from the pull down list (Main Contacts see the application on their Task Lists) Select the appropriate **Level of Access** from the pull down list Click **Grant This User Access** Continue to give access to additional Agency Contacts, if desired. Delete this row if not needed.
Components	A grant component is the foundation upon which a budget is based. You must create and name the component before creating the application budget. Some grant programs allow multiple components, to allow easier tracking of different types of expenses, such as Program vs. Administration or sub-grantee programs.
Program Components	Click on **Program Components** **Program Type/Sub-Type** – Select a component from the drop down list. **Name** – Enter a specific Title for the program or project you will implement for this Component **Location** – Specify the location (city and county) of the program/project (may or may not be the same as your office location) **Address** – Provide the address of the program's day-to-day administrator **Room #** – Identify the room number, if applicable If your program has multiple components, repeat the steps above until you have selected , named and described all the appropriate components
Program Type	Homelessness Prevention and Rapid Re-Housing ARRA (Government Agency) Homelessness Prevention and Rapid Re-Housing ARRA (Non-Profit Agency)
Name	Homelessness Prevention and Rapid Re-housing

Service Areas	In this section, indicate what county will benefit from this project. Click on **Service Areas** **Counties** – This screen should only be used if the project benefits the *entire* County. If so, select the county or counties to be served and click **Add**. If your project serves the entire state of NJ, scroll down to the bottom of the Counties list and select **2200: State Wide (NJ)** **Municipalities –** This program shall benefit the residents of all the municipalities of the county sleeted.
Application Information	
Application Program Description	Under Application Information, click on **Application Program Description** Click **Edit** Enter your **Application Title**: Use a specific Title for the program or project you will implement with this Component. Enter your Program Description. Briefly describe your project as if you were completing the sentence, "provide funds to…" Include a short description for each program you plan to implement with this grant.
Homelessness Prevention and Rapid Re-housing	To provide financial assistance and services to families at risk of becoming homeless, divert people who are applying for shelter into other housing and/or helping those who are experiencing homelessness to be quickly re-housed and stabilized.
	NOTE: Should you receive an award; the **Program Description** you enter here will be used in your award letter. Your entry in this field should be no longer than a standard sentence. Click **Save**

Project Objectives An Objective is a discrete and quantifiable element that must be achieved in order to attain the goal of a program or project.	Click on **Objectives** and enter— **Number** – Number your objectives in sequential order. If you have multiple program components, please differentiate each program by the first number, i.e. objectives for the Youth Program should begin with a 1, the objectives for the Seniors Program should begin with a 2, etc. Short Description – Provide an abbreviated version of the objective.
	Homelessness Prevention
	Detailed Description – Use this field to elaborate on the **Short Description** you entered in the previous field.
	Provide assistance to eligible individuals and families who are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless.
	Rapid Re-housing
	• **Detailed Description** – Use this field to elaborate on the **Short Description** you entered in the previous field.
	Provide assistance to eligible individuals and families who are experiencing homelessness (e.g. residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain and retain housing.
	Method(s) – List the methods(s) to be used to attain the objective(s) described in the **Detailed Description** section.
	Review application and supporting documentation.
	Evaluation – Briefly describe how you will evaluate the success of the objective.
	Application Program Component –Use the drop down menu to select the Program Component that corresponds to this Objective. Click **Save**. Your objective will appear under **Current Objectives** at the bottom of the screen. You will get a blank screen to enter a new objective. Add as many objectives as needed, numbering them sequentially. Be sure to **Save** each objective.

Scope of Services A Scope of Services is a description of what will be accomplished if a grant is awarded, including who will be responsible and when the program or project will be accomplished.	Click on **Scope of Services** Enter your scope of services in the text box.

	Financial Assistance ➢ Security deposits*:* up to 1 ½ months of rent. ➢ Short-term rental assistance: up to 6 months of rental assistance. ➢ Short-term rental assistance can be used to pay up to 3 months of rental arrears. ➢ Medium-term rental assistance: 6-12 months of rental assistance. ➢ Medium-term rental assistance can be used to pay up to 3 months of rental arrears. ➢ Utility deposits and payments*:* up to 2 months of utility payments **or** 2 months of utility arrears. ➢ Moving cost assistance*:* reasonable moving costs, such as a truck rental, hiring a moving company or short-term storage fees for a maximum of three months or until the program participant is in housing, whichever is shorter. ***Case Management:*** arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them to obtain housing stability. Case management services include: ➢ Developing an individualized housing and service plan for program participants. ➢ Identifying and obtaining services for program participants. ➢ 3 month monitoring and evaluation of the program participant's progress. ***Housing Search and Placement:*** assist program participants locate, secure, and retain suitable housing. ***Credit Repair:*** assist program participants develop a budget, manage their money, access and review a free credit report, and resolve personal credit issues. ***Data Collection and Evaluation:*** costs associated with operating a Homeless Management Information System for purposes of collecting and reporting data required under HPRP. Eligible costs include: ➢ HMIS user licenses, ➢ Staff costs associated with entering data into HMIS.

Eligible Areas	**New Jersey County**
	Click **Save**

Application Forms	After completing each form, click **Save**. Go back to the **Application Menu** to select another form or click the **Next** button to work on the next form on the list.
Agency History/Capacity	Narrative Form in SAGE.
Previous Program Performance	Narrative Form in SAGE.
Project Summary and Projections	Narrative Form in SAGE.
Schedule A: Personnel	Narrative Form in SAGE.
Attachments	Narrative Form in SAGE.

Certification Sheets The address for sending or delivering hard-copy attachments is at the end of these Instructions.	Items 1 through 5— Select **Yes** or **No** to each item listed, or, if an item does not apply to your organization, select **N/A**. If you answered **No** to item 4, enter your explanation in the text field provided Item 6 and 7 applies to **non-government** agencies only. If you ***have*** received a grant from DCA within the current fiscal year— Click **N/A** If you ***have not*** received a grant from DCA within the current fiscal year— Click **Yes** The Certification Sheet contains links to Schedules G, H, and I. When you click the link to each Schedule, the form is displayed as an Adobe PDF document. **Print** each of the forms from this window. Sign each document and submit it to DCA. Go to http://www.adobe.com if you need Adobe Acrobat instructions. Schedule G – Certification Regarding Debarment and Suspension Select whether you will **mail** or **hand-deliver** this attachment, or whether this attachment is Not Applicable (**N/A**) for your program (see any special instructions, below) Schedule H – Certification Regarding Lobbying Select whether you will **mail** or **hand-deliver** this attachment, or whether this attachment is Not Applicable (**N/A**) for your program (see any special instructions, below) Schedule I – Resolution Select whether you will **mail** or **hand-deliver** this attachment, or whether this attachment is Not Applicable (**N/A**) for your program (see any special instructions, below) In the case where a resolution has not been signed prior to the deadline for submission, a memorandum indicating the date it will be forwarded must be signed by the appropriate Official of your agency and submitted to DCA.

	Generate Cover page PDF • Click **Application PDF** (lower left of the Application screen) • Click **Generate cover page PDF**
Budget	To create your Project/Program budget in SAGE— Click on Budget Overview at the bottom of the **Application Forms** list. Each of the **Program Components** you selected will be displayed as a hyperlink on the Budget Overview page. (Your Grant Program may have only one Component) Click on the appropriate Program Component hyperlink; it will take you to the **Budget Detail** page for that component. Click the **Add a Budget Item** tab. Select a **Budget Category** from the drop down list in the top field. Fill in the **Provide a short description for this budget item** field. Fill in the **Provide a more detailed description of this budget item** field. Enter the amount you are requesting in the Grant Funds Requested from State and Funds from Other Sources (if applicable) fields. Click **Save** Continue adding Budget Items until you have added all the items for this component of your program You can check your budget for this component by clicking the **Budget Detail** or **Budget Summary** tab. If you have more than one **Program Component**— Click Go to Budget Overview at the top left of the page Select another Budget Component hyperlink and create its budget, following the instruction above. Continue this process until you have created the Budget for each Program Component
Submission Requirements	The following Attachments must be submitted to DCA in paper format—

	The following is a list of documents required to process your application. Agency History/Capacity. Previous Program Performance Project Summary and Projections. Attachments. Schedule A: Personnel. Schedules G, H and I. Copy of Articles of Incorporation. Name, Title and Compensation of the top five officers of the agency. Copy of By-Laws. Certification from their local Continuum of Care certifying that the program is consistent with the local homeless prevention plan. Proof of Current Central Contractor Registry (CCR)
Printing the Application	Click **Application PDF** (lower left of the Application screen) Click **Generate Full PDF** A full version of the application will be produced overnight, which can be printed or saved for your records. You will receive an email when the file is ready, and you can retrieve it from the same screen. Go to http://www.adobe.com if you need Adobe Acrobat instructions.
Printing the Application Cover Sheet	Click **Application PDF** (lower left of the Application screen) Click **Generate cover page PDF** **Print** the document
Where to Send the Attachments	Forward all hard-copy attachments (signed, when appropriate) to your Grant Program at DCA. Click the Application Manager link in the green box at the top left of the **SAGE Application Menu** for the correct address.
Submitting the Application	When you have completed all the Application Forms, Certifications, and Budget, click on the **Submit Application**

	button on the upper right side of the Application Menu. The system will alert you if you have omitted required information in any of the forms. **Be sure to turn pop-up blockers OFF** in your Internet browser or you may not be able to see the explanations of the errors.